♦ Change Orders Tab

- ♦ Record change orders in CARTs
- **Note: For Reductions (deductive Change Order Amount), contact BDCC team, CARTs does not allow entry of negative numbers



Note:

- For Non-work order contract: everything is under single contract number
- For Work Order contract: payments, journey/apprentice hours need to be reported by work order



For technical help, please contact:

Phuong Nguyen: (206) 263-9745 or phuong.nguyen@kingcounty.gov



CARTS End-User Guide for Consultant

CARTS Login

- Username and Password can be found in Post Award Letter
- Contact BDCC team to request username and password if needed
- https://info.kingcounty.gov/exec/contractreporting/Login.aspx

CARTS System

• Left Navigation Pane (site overview)

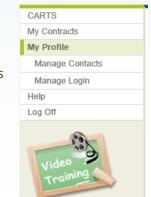
♦ My Contracts

- Active Contracts
 - New contracts will show up here after the Post Award Letter (PAL) is sent
- Closed Contracts



♦ My Profile

- Contractor Profile
- Manage Contacts
 - * Add/Edit/Remove CARTS contacts
- Manage login
 - * Change Password
 - * Change Username



Updating Contracts/Entering Payments and Hours

- Click on My Contracts | Active Contracts
- Click Contract Number

♦ Details tab

- Contract Details overall contract details
- SubContractors
- ♦ Contract Owner
- ◆ Contract Requirements
- ♦ Contract Goals

Subcontractors

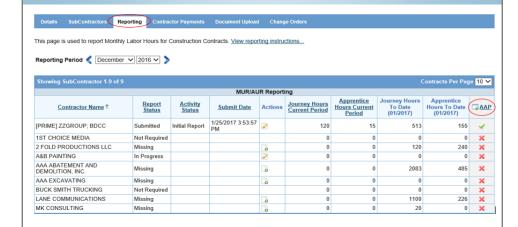
- ♦ Add/edit subcontractors information
- ◆ To Edit, click on the pencil icon under Actions
- ◆ Create a new subcontractors
- ◆ Contact BDCC to remove a subcontractor (need to be done on the DB backend)



<u>Note:</u> Consultants may ignore the <u>Reporting Tab</u>; as it is being used by Contractors to report Journey & Apprentice hours. However, Consultants please see the instruction for AAP Column.

◆ AAP Column

- Click on AAP to download the form
- Required to SubContractors and Suppliers prior to Final Payment and contract close out
- Must be signed and notarized by the Subcontractor/Supplier
- Must be signed by the Prime
- To Upload
 - * Document Upload Tab
 - * Affidavit of Amounts paid (AAP) is the only document we require

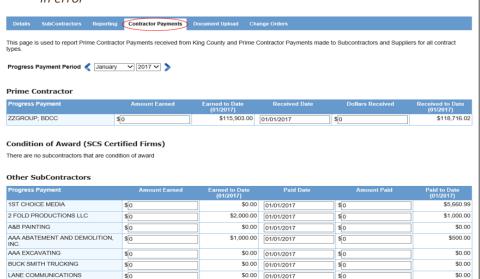


Contractor Payments Tab

- Amount Earned and Dollars Received (for Prime) and Amount Paid (for Subs) should be for the reporting period
 - **Note: You do not need to go back and try to match of Earned and Paid Amounts
- Amount Earned = total invoice for that period sent to KC/submitted to Prime by SubContractors/Suppliers
- ♦ Amount/Dollars Received = amount w/o Sales Tax or Retention
- ♦ Save

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- Submit when no more updates are needed for the period
- **Note: BDCC team can unlock/unsubmit so you can edit if you submit in error



\$2,000.00 01/01/2017

\$2,000.00